

Job Description

Missouri State Highway Patrol

Class Title: Clerk Typist I - DDCC (Time & Leave)

Title Code: V00031

Effective Date: 05/31/02

Date Reviewed: 07/22/04kb

Date Revised: 12/27/04

Immediate Supervisor: Clerical Services Supervisor

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is an entry-level position where the employee performs typing and clerical work of ordinary difficulty. An employee of this class performs routine office work which follows well-established procedures which can be readily learned by on-the-job training. Detailed instructions are given at the beginning of work on subsequent new assignments. An employee in this class is closely supervised.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Compiles, verifies, and enters time and leave records on all employees within the division into the PN12 and SAM II systems; prints and distributes monthly reports; compiles overtime reports and time usage reports regarding time and leave data.

Audits and maintains statistical data for time and leave on all employees within the division; works independently and with employees in order to rectify any discrepancies in time and leave accounting.

Responsible for the Equitable Sharing Program and serves as liaison between the Patrol and various state, local, and federal agencies (Drug Enforcement Agency, Federal Bureau of Investigation, U.S. Department of Justice, state and federal auditing personnel, etc.) regarding said item.

Reviews and analyzes information received from DEA, FBI or the Missouri State Highway Patrol; composes and prepares correspondence, reports, lists, and charts pertaining to the Equitable Sharing Program; maintains various databases to enter and track various data per Department General Orders, statutes, and current state and federal laws pertaining to forfeitures.

Acquires and monitors all supplies and equipment for the efficient operation of the division at GHQ and within each troop.

Types correspondence, reports, forms, lists, and other materials from rough draft or dictation equipment.

Serves as back-up for receptionist by greeting the public, directing individuals to proper office and providing routine information; answers routine telephone inquiries, takes and transmits messages.

Operates standard office equipment (e.g., typewriter, computer terminal, AS400, MULES terminal, calculator, facsimile machine, dictation equipment, telephone, copier, shredder, etc.).

Alphabetizes, transports, files, and purges records, documents, etc.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of modern office practices, procedures, and equipment.

Ability to operate basic office machines.

Ability to work independently with general supervision.

Ability to establish and maintain harmonious working relations with others.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to acquire and maintain MULES certification.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Possess the skill to type at a rate of 40 words per minute with ten (10) errors or less.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a standard high school or possess a GED.